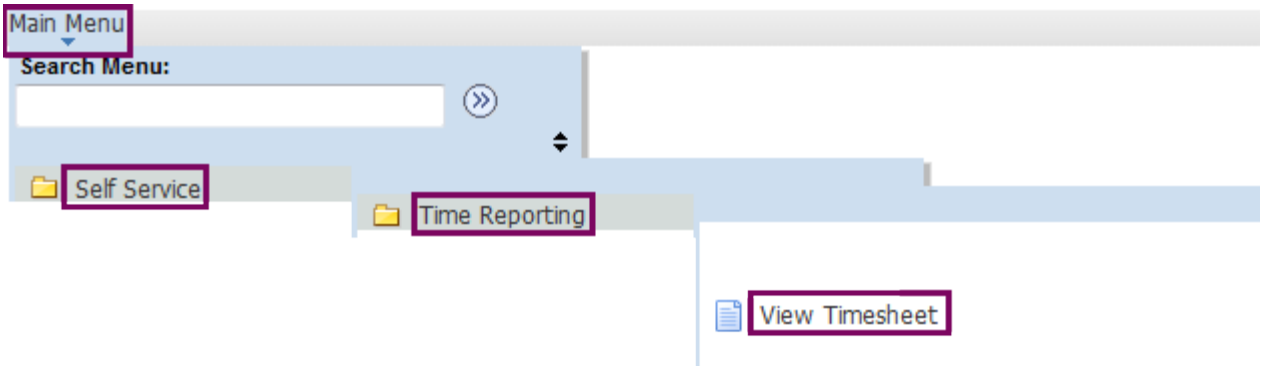
View Your Timesheet Using Self-Service

Warning! **<u>We recommend against using public or shared computers to access Self-Service.</u>** To protect the security of this information, it is important for you to follow proper sign out procedures, **delete the Internet cache prior to closing the browser**, and **confirm ALL browser windows are closed at the end of your session**. You can access Employee self-Service by clicking on self-service icon found in the top right corner of the LSUHSC homepage, or by clicking the hyperlink provided here (http://employeeselfservice.lsuhsc.edu) and then signing into PeopleSoft.

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Time Reporting** menu.
   Click the **View Timesheet** menu.



2. Sample Timesheet

PS9HRTRN8.53
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign o

Favorites | Main Menu > Self Service > Time Reporting > View Timesheet

New Window | Help | Personalize Page

Empl ID: Rcd#: 1 John Doe

Empl Data

Class Indc:	Classified	F/P:	Full-Time	Std Hrs:	40.00
Meal:	30 MIN AFTER 5 HRS AND 15 HRS			Term Dt:	
Job Code:	112260 RN 3			OVT:	40_OB-T
Dept ID:	SH1302500 CA Human Subjects Rsrch Supprt				

Begin Date: 05/12/2014 End Date: 05/25/2014 Pay Rule

TL Leave Data 1-2 of 2

Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	07/06/14		1113.915
51	Vacation	07/06/14		687.485

1

2

Date: 05/12/2014 Refresh

<< Previous Period Next Period >>

Punch and Elapsed Time Detail

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Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code	Account Code
05/12/14	Mon		7:54AM	4:26PM		8.03	8.03							
05/13/14	Tue		7:54AM	4:30PM		8.10	16.13							
05/14/14	Wed		7:54AM	4:32PM		8.13	24.26							
05/15/14	Thu		7:54AM	4:26PM		8.03	32.29							
05/16/14	Fri		7:36AM	4:27PM		8.35	40.64							
05/17/14	Sat													
05/18/14	Sun													
05/19/14	Mon		7:53AM	4:31PM		8.13	48.77							
05/20/14	Tue		7:41AM	4:31PM		8.33	57.10							
05/21/14	Wed				LAN	8.00	65.10							
05/22/14	Thu		7:35AM	4:33PM		8.46	73.56							
05/23/14	Fri		7:44AM	4:32PM		8.30	81.86							
05/24/14	Sat													
05/25/14	Sun													

Time Admin Status

Last Update Date/Time	Earliest Chg Dt	Run TA?
07/15/14 9:10:09AM	07/21/2014	N

4

Payable Totals

TRC	Tot Hours
CER	81.50
LAN	8.00
OBR	1.10
OTR	0.40
PDP	73.50
RGB	72.00
Total Week 1	**40.40**
Total Week 2	**41.10**
Total Leave	**8.00**
Total Period Hours	**81.50**

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Payable Detail View All First 1-14 of 31 Last

Date	Day	TRC	Quantity	Department	Status	Reason
05/12/14	Mon	CER	8.00		Distribute	
05/12/14	Mon	PDP	8.00		Distribute	
05/12/14	Mon	RGB	8.00		Distribute	
05/13/14	Tue	CER	8.00		Distribute	
05/13/14	Tue	PDP	8.00		Distribute	
05/13/14	Tue	RGB	8.00		Distribute	
05/14/14	Wed	CER	8.00		Distribute	
05/14/14	Wed	PDP	8.00		Distribute	
05/14/14	Wed	RGB	8.00		Distribute	
05/15/14	Thu	CER	8.00		Distribute	
05/15/14	Thu	PDP	8.00		Distribute	
05/15/14	Thu	RGB	8.00		Distribute	
05/16/14	Fri	CER	8.40		Distribute	
05/16/14	Fri	OTR	0.40		Distribute	

6

Schedules

Date	Day	Start Time	End Time
05/12/14	Mon	8:00AM	4:30PM
05/13/14	Tue	8:00AM	4:30PM
05/14/14	Wed	8:00AM	4:30PM
05/15/14	Thu	8:00AM	4:30PM
05/16/14	Fri	8:00AM	4:30PM
05/17/14	Sat		
05/18/14	Sun		
05/19/14	Mon	8:00AM	4:30PM
05/20/14	Tue	8:00AM	4:30PM
05/21/14	Wed	8:00AM	4:30PM
05/22/14	Thu	8:00AM	4:30PM
05/23/14	Fri	8:00AM	4:30PM
05/24/14	Sat		
05/25/14	Sun		

1 **Leave Balance:** Balance of leave for a specified plan type as of the last time the accrual process ran.

2 **Date:** Defaults to most recent pay period. The date can be changed to view timesheet information for other pay periods.

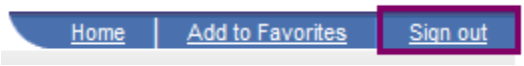
3 **Time Detail: In and Out** punches are raw data imported to the timesheet from the PS Web Clock, TTE system, Proximity readers, or manual entries by timekeepers. This is not payable time.

4 **Payable Totals: Tot Hours -** Total time payable by TRC Code, week, leave, and pay period. Actual total payable hours reflected on pay check.

5 **Payable Detail: Quantity -** Actual payable hours sent to Payroll for specified day of the week.

6 The **Schedules** section displays the employee's current work schedule as it is assigned in PeopleSoft.

Click the **Sign Out** link to exit PeopleSoft.



NOTE: Make sure you Sign out of PeopleSoft after viewing your timesheet.

3. If you signed into the system via Juniper, be sure to Sign Out to exit the Remote Access Portal.